



Advance Fee Loan Broker Supplement Renewal Instructions

Registration Renewal Period: Annually on the anniversary date of your original registration effective date

Time Sensitive
Read Carefully and Make Note
This information affects the accurate and timely renewing of your registration.

Time Sensitive: The Renewal Package and required renewal fee must be received by the Department on or before the anniversary date of your original registration effective date.

Renewal Fees: **Registration** renewal fee of \$25.00.

Renewal Contact: Your company President or authorized registration contact person will be the parties that will be directly advised by this Department of any and all of the renewal issues. Therefore, if any of the registrant's concerned individuals have any questions about how the renewal is progressing, they will need to contact either of the individuals above for any status updates.

Email: It is required that the Department have a reliable email address, so we are able to contact you regarding future Department alerts, etc.

If you made any changes to your registration since the last renewal (Address Change; Active Manager Change; Responsible Individual Change; Name Change – including changing or adding a DBA/Trade name; Officer Change – including adding and/or deleting officers; Branch Manager Change; or Ownership Change), then you must submit a Non-Mortgage Industry License Change Application along with all applicable documents and fees to AzDFI before submitting your renewal package with renewal fees. The Non-Mortgage Industry License Change Application and Instructions can be found by clicking here.

http://azdfi.gov/Licensing/Change_License.htm